

Our Goal is to Help **You** Achieve Your Goals[®]

***Legal Practice Management
Roles & Responsibilities Survey
December 2008***



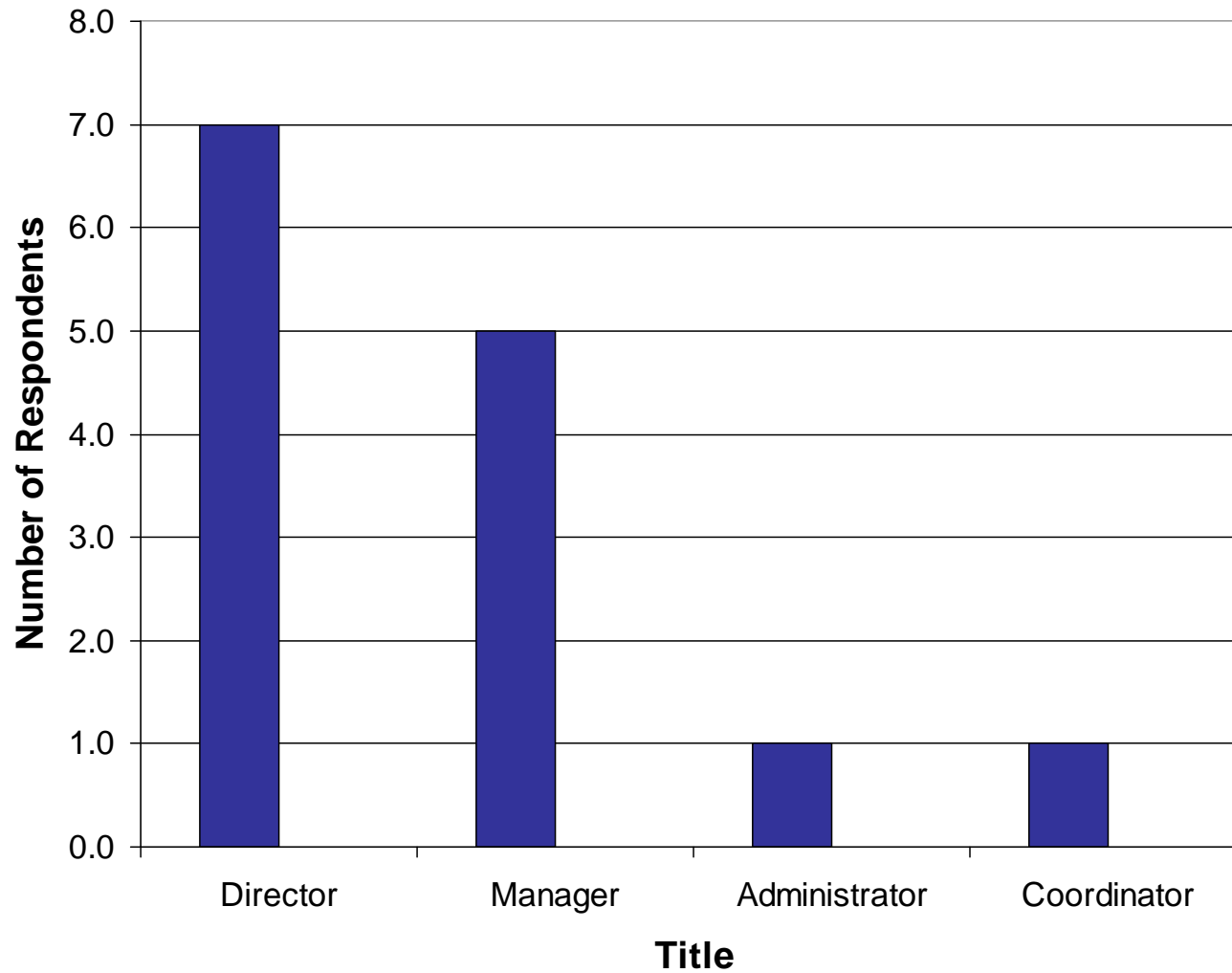
Contact: Eva Wisnik / Jennifer Johnson
Wisnik Career Enterprises, Inc.
e: marketing@wisnik.com
www.wisnik.com

Survey Method

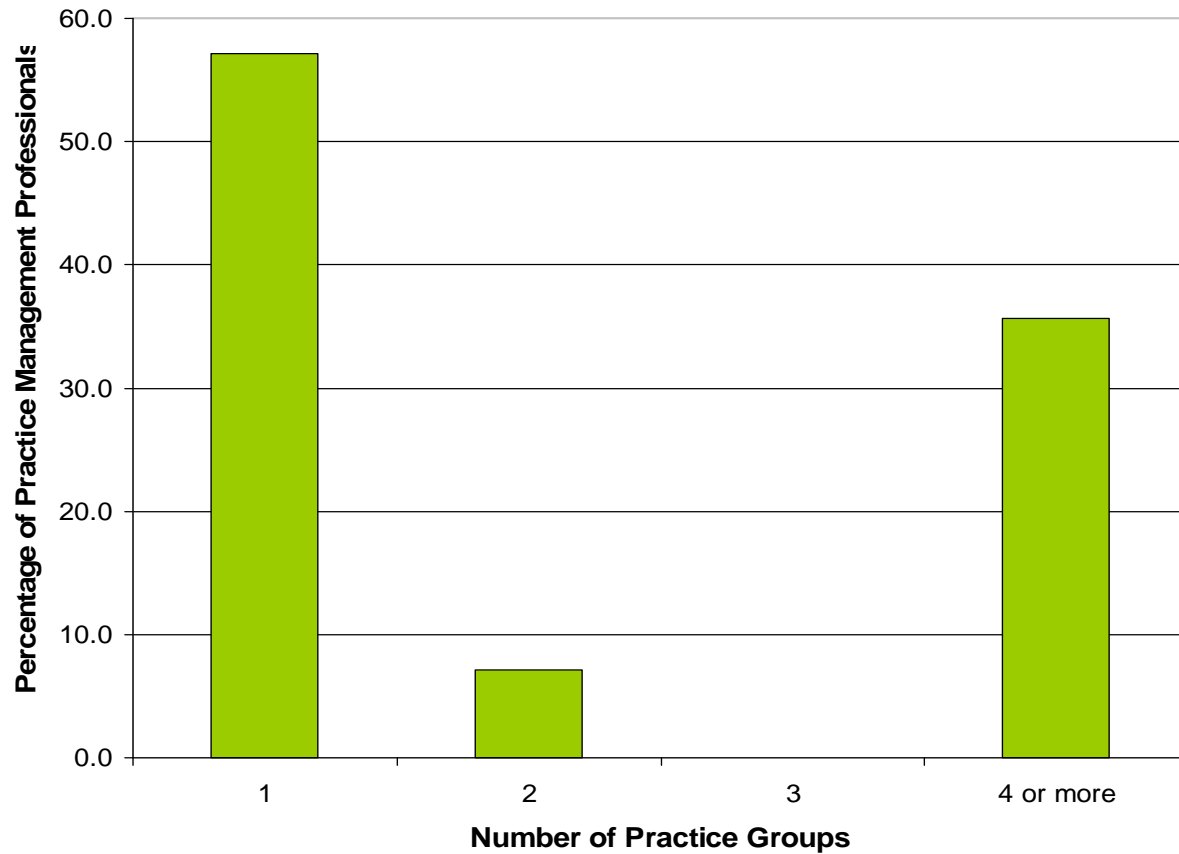


- Sent survey to nearly 20 Practice Management professionals in New York, Boston and Washington, DC
 - Wisnik Career Enterprises, Inc. distributed link to Survey Monkey on October 1, 2008
 - Wisnik Career Enterprises, Inc. followed up with those who had not responded on October 20, 2008
- Received a total of 15 completed surveys

Titles of Practice Management Professionals



Number of Practice Group Assignments

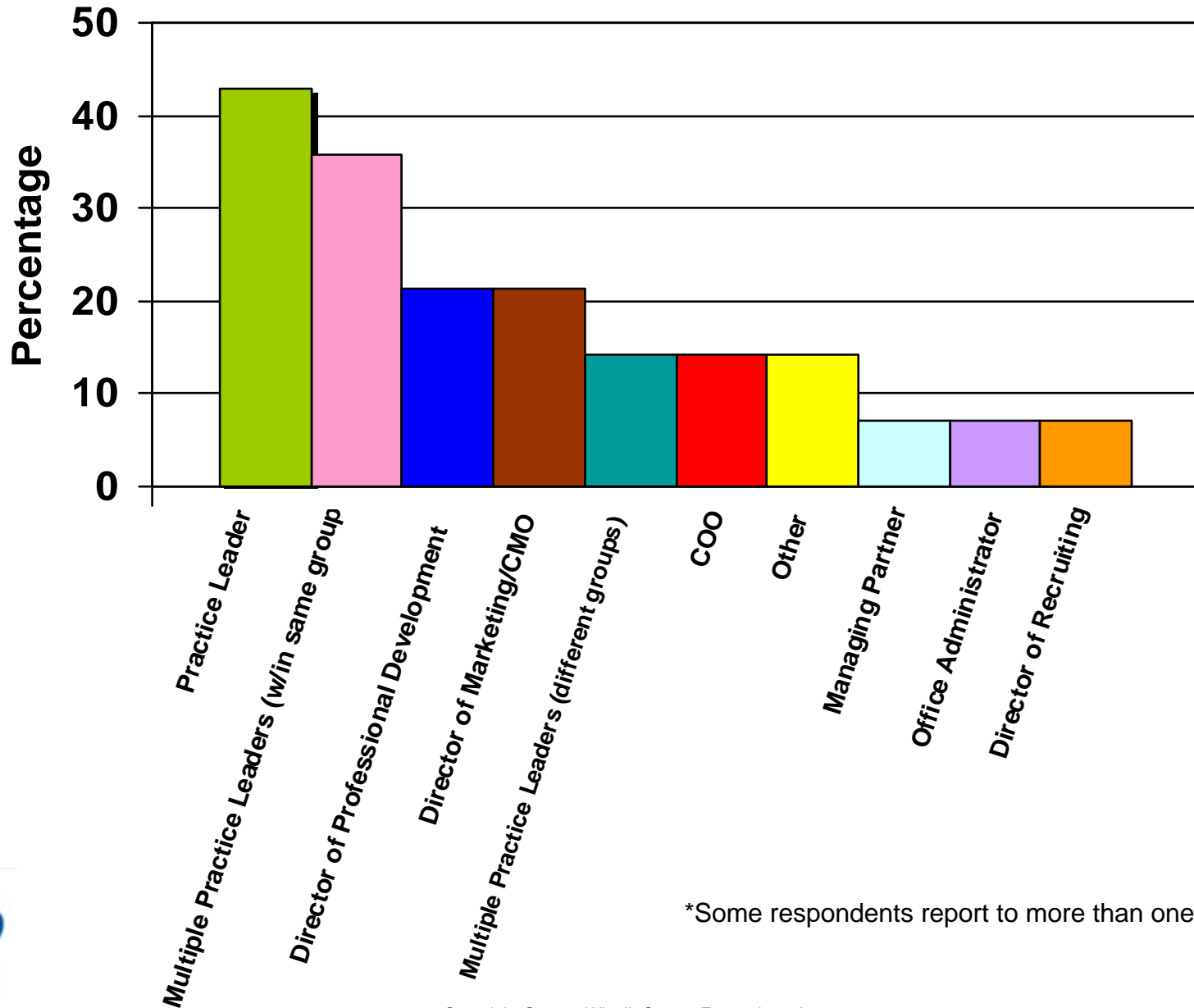




Practice Group Assignments

- **5** respondents = Litigation-based practices
- **3** respondents = Financial Services/Corporate practices
- **2** respondents = Political and Governmental Affairs practices
- **2** respondents = Real Estate practices
- **1** respondent = All practice areas of the firm

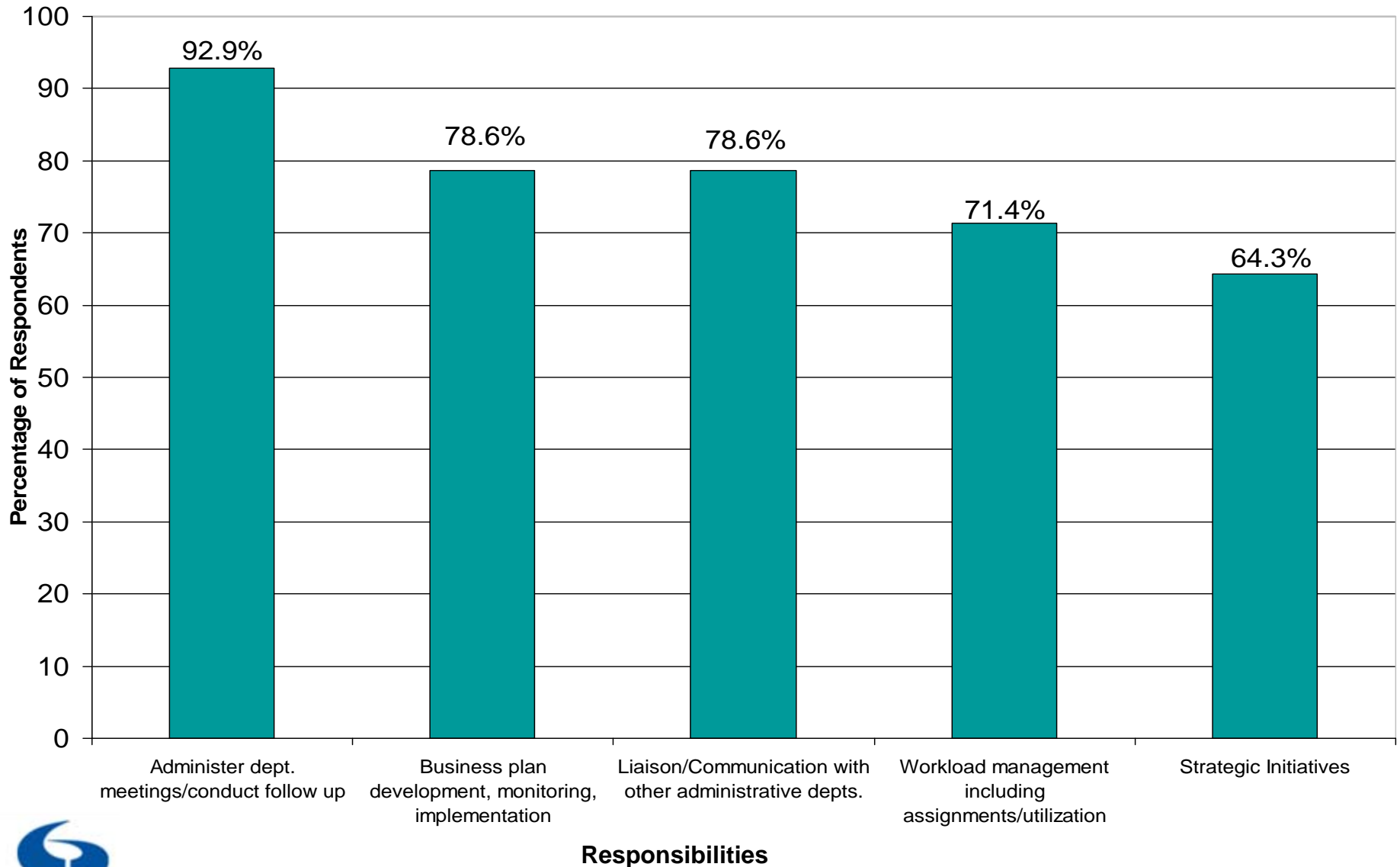
Who Practice Management Professionals Report To*



*Some respondents report to more than one individual



Most Common Responsibilities



As a Practice Management Professional...



- You are **almost always** involved in administering department meetings and conducting follow up, as well as communicating with other administrative departments
- **Almost half** of you are involved regularly in new associate orientation
- **Almost half** of you manage non-attorney staff on a regular basis
- The majority of you **occasionally** work on associate training program development
- Most of you are **not responsible** for associate compensation issues
- **None of you** regularly handle client/matter intake and **most** of you never handle it
- Most of you are **not involved** in recruiting. If you are, it is on the lateral level
- Most of you are **never involved** in risk management

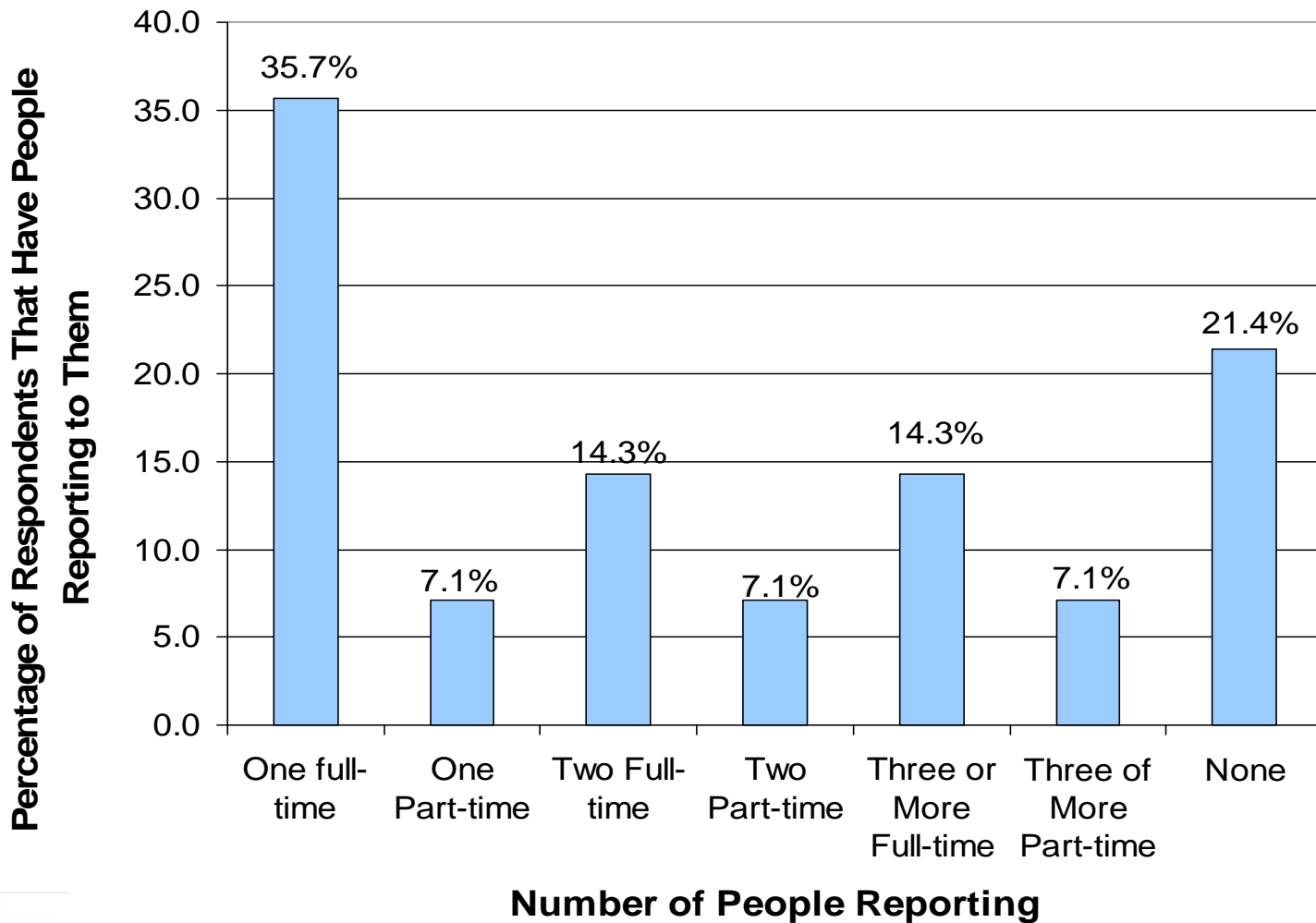


Project-based Responsibilities

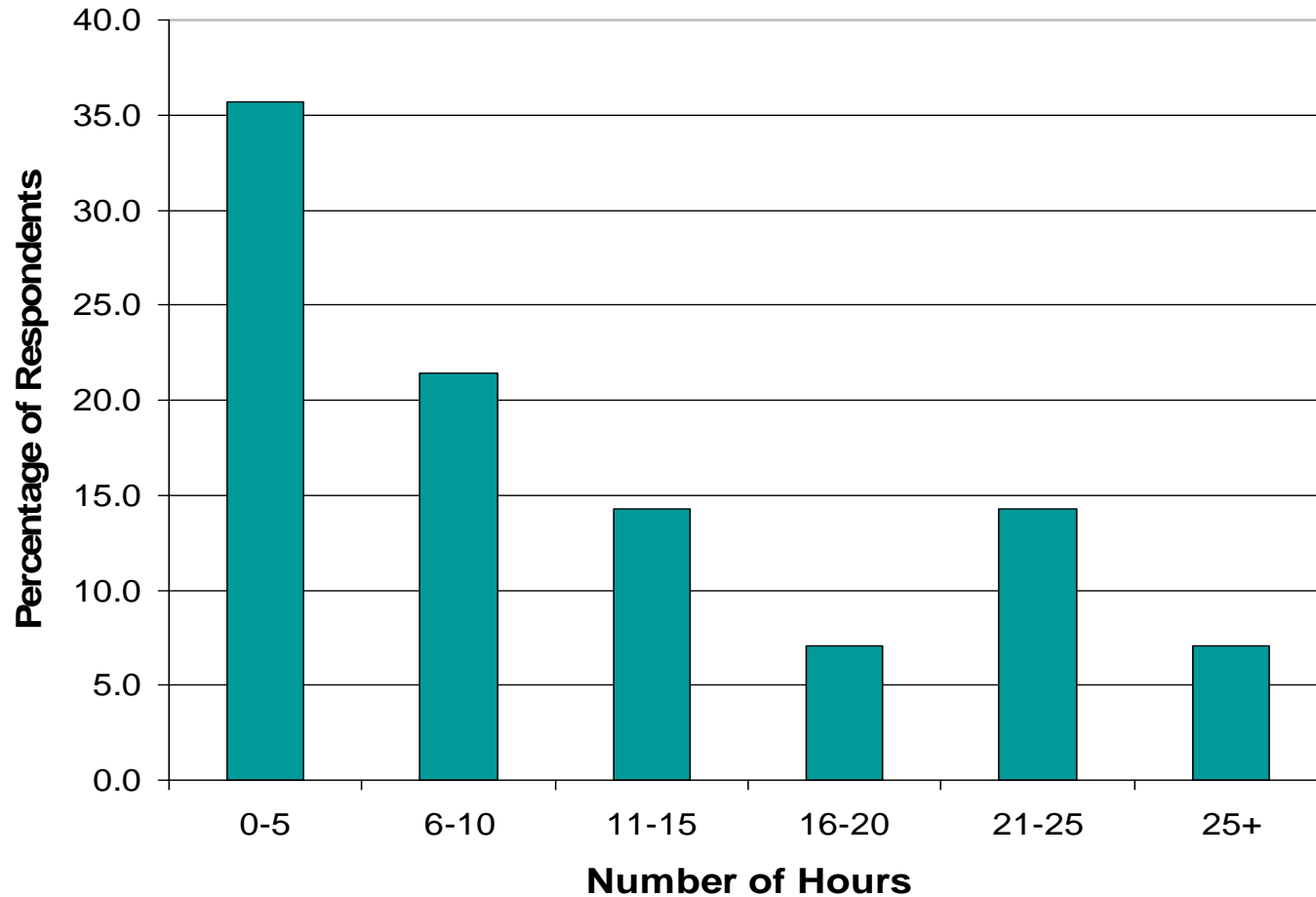
- Market/competitor analysis = 57%
- Associate training program development = 57%
- Lateral recruiting = 57%
- Retreat planning = 50%
- Associate evaluations = 50%
- Financial analysis/management = 50%
- Marketing/RFPs/collateral = 43%
- New associate orientation = 43%
- Knowledge management (deal lists, matter databases, etc.) = 43%



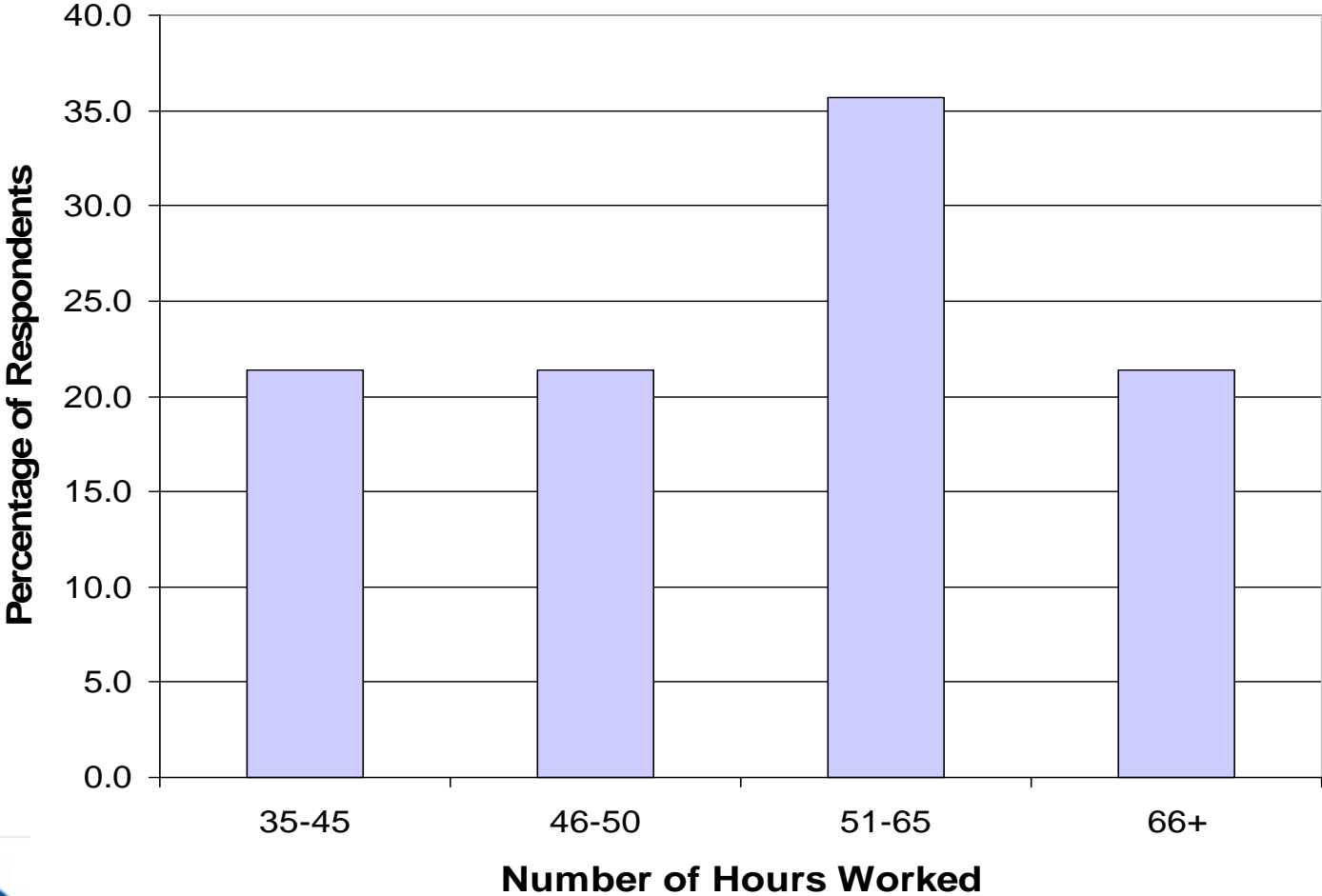
Number of Individuals That Report to Practice Management Professionals



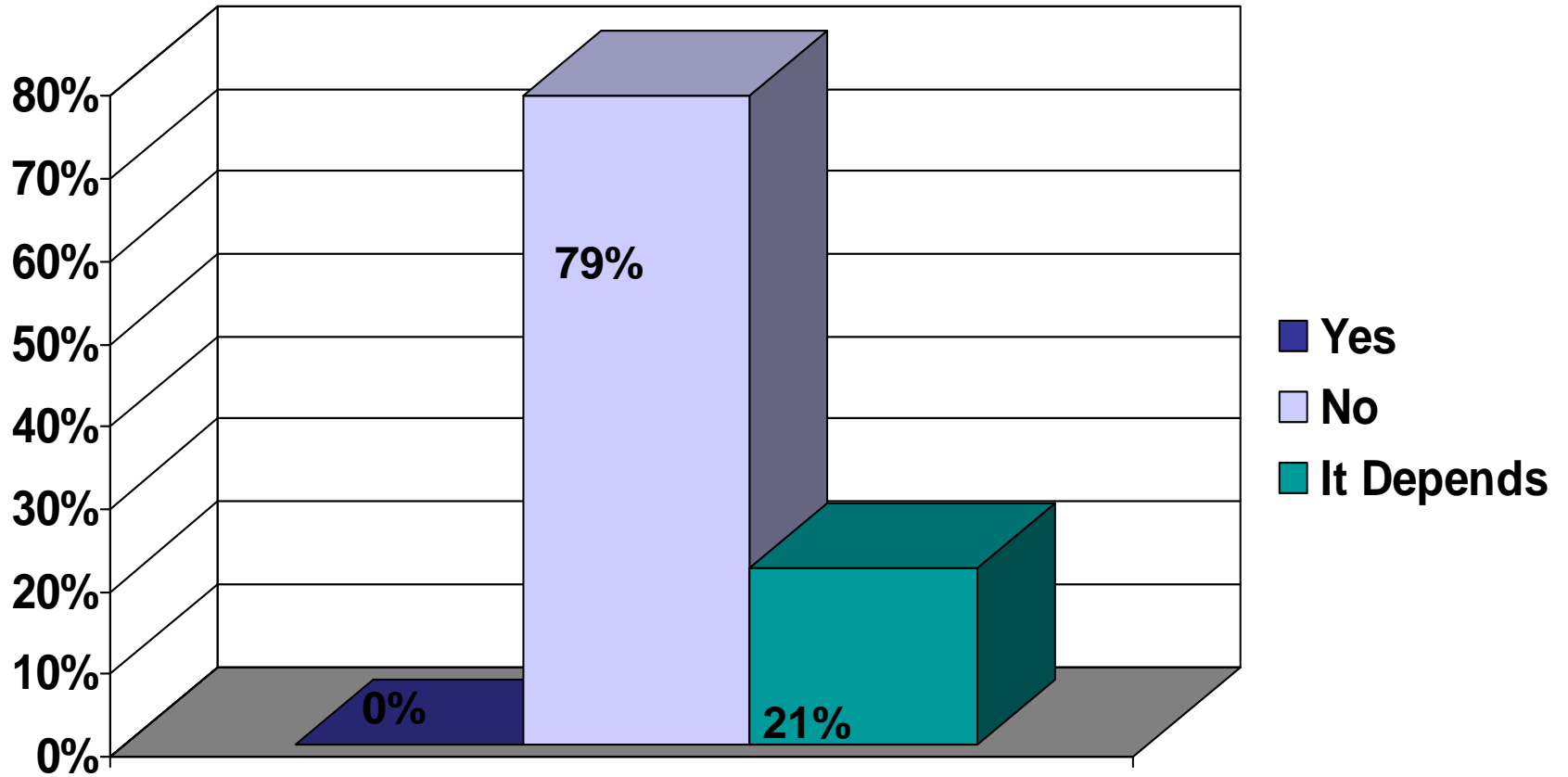
How many hours per month do you spend with the practice leader(s)?



How many hours do you work per week (on average)?



Is Your Time Billable?

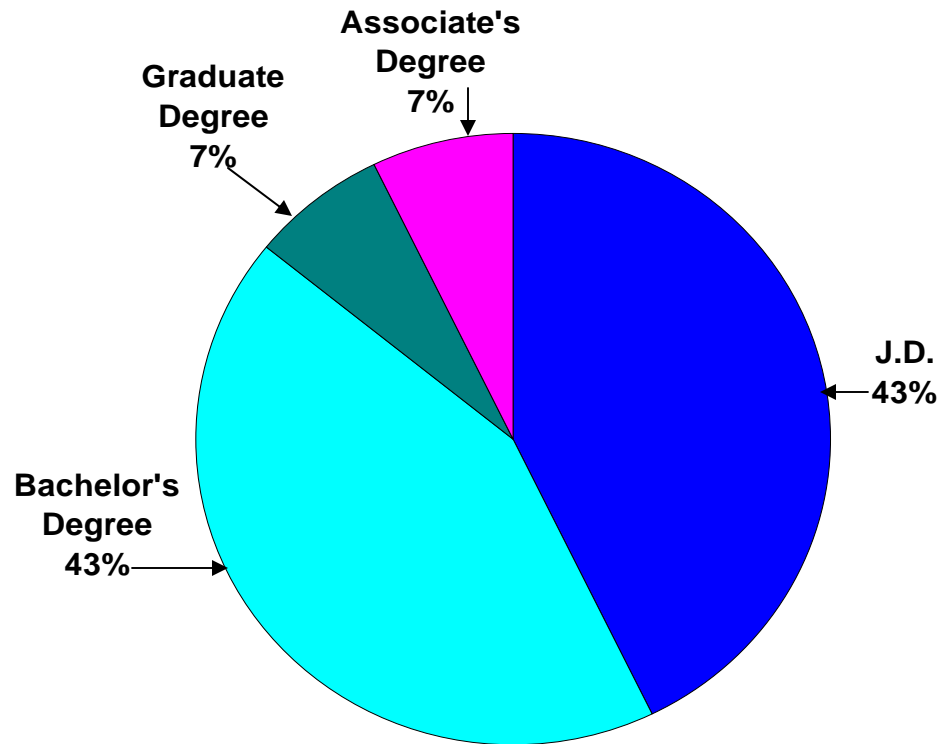


Respondents' Years of Experience

<u>Type of Experience</u>	<u>Average</u>	<u>Median</u>
Professional Experience	13 years	14.5 years
Law Firm Experience	9 years	8 years
Practice Management Experience	3 years	2 years



Highest Degree of Education Attained by Practice Management Professionals



Our Goal is to Help **You** Achieve Your Goals®

***Legal Practice Management
Roles & Responsibilities Survey
December 2008***



Contact: Eva Wisnik / Jennifer Johnson
Wisnik Career Enterprises, Inc.
e: marketing@wisnik.com
www.wisnik.com